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**Ayer Affordable Housing Trust Open Session Meeting Minutes: June 28, 2023**

TOWN OF AYER  
TOWN CLERK

Geof Tillotson, presiding. Meeting called to order at 6:00pm

AAHT Trustees present: Colleen Krieser (6:05pm), Cyndi Lavin (Clerk), Geof Tillotson (Acting Chair), Patricia Bagni-Latimer, Shaun Copeland

AAHT Members absent: James Stephen (Vice-Chair)

Also present: Alicia Hersey – AAHC + AAHT Administrator; Cindy Knox – IT Administrator; Pauline Conley

**Agenda Item: General Business**

**Review and approval of agenda:** Board elections will be next meeting

**Motion:** A motion was made by Shaun Copeland and seconded by Patricia Bagni-Latimer to approve the meeting agenda with the change made. **Motion passed by roll call vote 4-0-0**

**Review and approval of minutes from February 8, 2023:** no changes made

**Motion:** A motion was made by Shaun Copeland and seconded by Cyndi Lavin to approve the minutes.

**Motion passed by roll call vote 4-0-0**

**Review and approval of minutes from April 26, 2023:** no changes made

**Motion:** A motion was made by Shaun Copeland and seconded by Geof Tillotson to approve the minutes. **Motion passed by roll call vote 4-0-0**

(Colleen Krieser entered)

**Agenda Item: Update on the Trust Financials (audit requirements)**

Alicia Hersey reported that she and Town Treasurer Barbara Tierney are working with the Town Auditor. In August, the last of the \$30K from CPC will be distributed. Audits are extremely expensive and the Trust is already a part of the Town audit. Alicia recommended amending the by-laws to set a threshold to trigger an outside audit when either a TBD amount of money is acquired from CPC or the Trust begins to acquire funds from other sources.

There was a brief discussion Trusts needing to become independent if they are to own rental units. The feeling was that the Town should not be in the rental business aside from the Housing Authority.

Pauline Conley suggested that the word “independent” (audit) be removed from the by-laws. An internal Town audit should be sufficient for money that is all coming from one source, the CPC.

Alicia needs to do a financial report. Geof offered to discuss the matter with the Town Manager and with KP Law if needed.

**Agenda Item: Ayer Rental Assistance Update**

Shaun Copeland asked Alicia if the Trust program should stay at 10 families. Alicia pointed out that there are lots of assistance programs, so she felt ARAP should stay at 10 and that the Trust should be looking to increase available units instead. Colleen was asked about the timetable for CPC and the Town Meeting, and she reported the following:

July – Trust votes on the request

August – CPC meets and votes on request

September – Public hearing

October – Warrant in by October 1

Shaun asked if the Trust would consider adding two more families and also asking for money to set aside for buying property. He suggested \$172K. Geof wondered if CPC funds could be used to fund an audit. Colleen will ask the CPC and will also ask if \$172K is possible or not.

**Agenda Item: Public Comment + Questions**

None

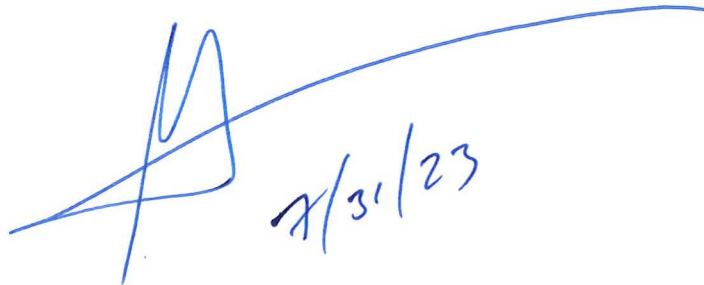
**Agenda Item: New Business**

Alicia reported that the Planning Board meeting on July 11, 2023 will have a discussion on the approximately 25 new Affordable Units to be built on W Main Street as a part of some new construction. They are expected to all be at 80% AMI. The Planning Board can determine how many units may be reserved for Ayer residents and can also weigh in on the AMI level. The builders want tax considerations. Alicia suggested trading tax favors for more low AMI units. Shaun agreed and requested that be part of the negotiations.

**Next meeting: TBA, July 26, 2023**

**Adjournment:**

**Motion:** A motion was made by Cyndi Lavin and seconded by Shaun Copeland to adjourn at 7:06pm.

A handwritten signature in blue ink, consisting of a stylized 'A' with a long horizontal stroke extending to the right. Below the signature, the date '7/31/23' is written in blue ink.